

**Division of Boating and Waterways
2014/15 Quagga and Zebra Mussel Infestation
Prevention Fee
Grant Application Guidelines**



TABLE OF CONTENTS

INTRODUCTION _____	1
SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS _____	1
SECTION B. APPLICATION REQUIREMENTS _____	2
ELIGIBILITY _____	2
Eligible applicants _____	3
Eligible Projects and/or the Applicants must follow _____	3
TABLE 1. PROJECT TYPES, PROJECT TIMING, AND MAXIMUM GRANT AMOUNTS _____	4
SECTION C. PROJECT SELECTION CRITERIA _____	5
SECTION D. GRANT AGREEMENT _____	6
SECTION E. REIMBURSEMENT OF COSTS _____	6
SECTION F. GENERAL REQUIREMENTS _____	6
SECTION G. APPLICATION FOR GRANT FUNDING INSTRUCTIONS _____	7

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

INTRODUCTION

The Department of Parks and Recreation, Division of Boating and Waterways' (DBW) mission is to provide safe and convenient public access to California's waterways. DBW can fulfill this mission, in part, through the Quagga and Zebra Mussel (dreissenid mussel) Infestation Prevention Grant Program. This grant program assists cities, counties, districts, marinas and other governmental agencies, in the prevention, through education, monitoring and management of recreational activities in reservoirs from the infestation of the quagga and zebra mussel. Defined under California Water Code, Division 3, Part 1, Chapter 1, Section 6004.5, a "reservoir" is referred to as "any reservoir which contains or will contain the water impounded by a dam".

The following is provided as a guide to help prioritize information necessary to implement a dreissenid mussel infestation prevention plan (Prevention Plan). It also provides the documentation required for the grant application.

Approximately 2.5 million dollars is available to fund projects for the development of a Prevention Plan and/or the implementation of an existing Prevention Plan that will prevent the infestation of quagga and zebra mussels. The Project must be completed within two years.

SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS

The application is a one phase process. The applicant will complete the application according to the instructions under [Section G](#) of these guidelines. After the application has been completed, the applicant will submit the application, all attachments, and all supporting documentation in PDF format electronically to Robin Turgeon (Robin.Turgeon@park.ca.gov) at Department of Parks and Recreation, Division of Boating and Waterways.

Note: The application, templates and all appendices to the 2014 DBW Quagga and Zebra Mussel Infestation Prevention Fee Grant Program (QZ Mussel Prevention Grant Program) are available on the [2014/15 QZ Mussel Prevention Grant Application Information](#) webpage.

Project Application

A complete Project Application must include the following:

Required

- Completed Application Form
- Narratives – Project Description
- Maps and/or Facility Design
- Narrative - Scope of Work
- Attachment B-1: Line Item Budget
- Attachment B-2: Task Budget
- Attachment C - Environmental Clearance Checklist (CEQA)
- Prevention Plans

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

- Permits – Additional space, if needed
- Copies of any other funding application letter or approved letters of intent to fund from other funding sources for the project area.
- MOUs, lease agreements for control and operation of the project site.
- Resolution/Orders or a Letter of Approval from an Executive Officer, or equivalent, if a governing body does not exist.
- Local Ordinances

Optional

- Letters of Supports

If any of the above required documents are not submitted, the application will be considered incomplete and will not be accepted.

DBW will evaluate the Application for completeness and eligibility. Each complete and eligible application will be reviewed by a Review Panel composed of staff from DBW and Department of Fish and Wildlife (DFW), Invasive Species Program. The Applicant will be score against the scoring criteria in [Section C](#). The Applications will be evaluated on how comprehensively they describe the proposed project, how effectively it will prevent mussel infestation, and how well they address the criteria in [Section C](#). Following the review, all completed and eligible applications will be ranked by consensus of the Review Panel.

All materials, including applications, attachments, and supporting documentation MUST be submitted electronically by 5:00 pm on October 20, 2014. If the complete application packet or any materials are submitted after the deadline, the entire application packet will be disqualified.

To avoid possible disqualification, the applicants are strongly urged to submit the application packet ahead of the deadline to avoid any computer or network glitches.

SECTION B. APPLICATION REQUIREMENTS

ELIGIBILITY

Eligibility is based on the following requirements.

- The applicant must own or manage a reservoir.
- The water body must be open to the general public for recreational opportunities.
- The water body must **NOT** be infested with either quagga or zebra mussel.
- The applicant must submit an official copy of a Resolution or Order from the governing board or executive officer of the local entity authorizing the application for a grant.
 - In the case of a local government agency within a county, an official copy of the Resolution or Order shall accompany the application for a grant from that local government entity, as well as an official copy of the Resolution or Order from its county board of supervisors, authorizing the local government agency to participate in the program.

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

- The Resolution or Order referred to sub-bullet above shall authorize the designated representative(s) to sign the application, contract, and any claims for payment or reimbursement.
- The department may deny the application if an applicant agency fails to provide the required Resolution(s) or Order(s) with its grant application.
- If there is not a governing body to sign an official Resolution or Order to grant an entity to participate in the grant program, a Letter of Approval signed by the Executive Officer, or equivalent, may be submitted.

Eligible applicants include, but not limited to; cities, counties, districts, marinas, and other governmental agencies and authorities, including private entities, nonprofit organizations (501)(c)(3), and federally-recognized Indian Tribes.

Eligible Projects Components:

Planning/Assessment Projects

- Must have started a Prevention Plan or have initiated a vulnerability assessment to develop a Prevention Plan that includes the components listed below;
 - Vulnerability assessment of a reservoir to the introduction of non-native dreissenid mussels,
 - Public Education,
 - Monitoring of water bodies and/or vessels for dreissenid mussels, and
 - Management of those recreational boating, or fishing activities that are permitted.

If the applicant is applying for vulnerability assessment to initiate the development of the Prevention Plan, submission of the Prevention Plan is not required with the application.

Implementation Projects

- Must have completed all four components of the Prevention Plan, and are implementing the Prevention Plan below;
 - Vulnerability assessment of a reservoir to the introduction of non-native dreissenid mussels,
 - Public Education,
 - Monitoring of water bodies and/or vessels for dreissenid mussels, and
 - Management of those recreational, boating, or fishing activities that are permitted.

Applicants and the proposed project must meet all the eligibility requirements in order to move forward in the grant selection process.

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

TABLE 1. PROJECT TYPES, PROJECT TIMING, AND MAXIMUM GRANT AMOUNTS

Project Type	Tentative Schedule
<p>1. Planning/Assessment includes;</p> <ul style="list-style-type: none"> • Projects that complete components of the prevention plan (i.e. vulnerability assessment, public outreach, monitoring of mussels, and management of activities; and • Conducting an assessment after the program has been in place to measure success of the program or Prevention Plan. 	<p>Grant Agreement finalized by: No later than – June 1, 2015</p> <p>Project Grant End Date: No later than – June 1, 2017</p> <p>Final Project Report: No later than – May 1, 2017</p> <p>Final Invoicing No later than – June 30, 2017</p>
<p>2. Implementation/Construction</p> <p>Projects that improve existing facility conditions and/or prevent the infestation of quagga and zebra mussel. Project may include, but not limited to;</p> <ul style="list-style-type: none"> • A two-lane concrete ramp including dimensions, • Ramp entrance mechanical arms, • Cleaning/decontamination station, • Holding; asphalt/concrete parking with number of vehicles/trailer • Utilities, i.e. drainage, gas, power, sewer, telephone, water, • Personnel/Staffing for the project, and • Post/board for signage and posting educational material. 	<p>Grant Agreement finalized by: No later than – June 1, 2015</p> <p>Project Grant End Date: No later than – June 1, 2017</p> <p>Final Project Report: No later than – May 1, 2017</p> <p>Final Invoicing No later than – June 30, 2017</p>
<p>3. Combination of Planning and Implementation/Construction;</p> <ul style="list-style-type: none"> • Projects that include a combination of planning components of the Prevention Plan and implementation of construction activities in the Prevention Plan. Planning and Implementation activities are described Section 1 and 2 of Table 1. 	<p>Grant Agreement finalized by: No later than – June 1, 2015</p> <p>Project Grant End Date: No later than – June 1, 2017</p> <p>Final Project Report: No later than – May 1, 2017</p> <p>Final Invoicing No later than – June 30, 2017</p>

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

Note: Approximately \$2.5 Million in funding is available for projects. The maximum funding per project is \$200,000.

SECTION C. PROJECT SELECTION CRITERIA

Scoring and ranking of the Application may be based on how well the applicant addresses the following:

- Describes the reservoir area and the history of use including types of recreational activities that are permitted, and prior improvement projects (i.e., boat launch ramps).
- Describes how the project will improve the prevention of mussel infestation.
- Demonstrates that the project is [technically feasible](#).
- Describes the relationship between previous and current projects, and how these projects coordinated to effectively prevent mussel infestations.
- Demonstrates the connection (economical, ecological, and recreational) between the proposed project and the reservoir.
- Clearly describes project goal, tasks, and deadlines.
- Demonstrates if and how the project can be duplicated in other reservoirs (transferability).
- Demonstrates how the success of the Proposed Project will be measured through appropriate assessment and monitoring.
- Identifies other projects in the reservoir on a regional-scale or otherwise that are funded through other funding sources, and how the proposed project works in coordination with those projects.

Higher priority for funding may be given to projects that demonstrate the following:

- Reservoirs that are at a higher risk to infestation based on the vulnerability assessment.
- Projects with Prevention Plans that are consistent with [Fish and Game Code, Section 2302](#), and that include visual and manual inspections standards and other infestation prevention procedures consistent with either the [Department of Fish and Game's Invasive Mussel Guidebook for Recreational Water Managers and Users](#), dated September 2010, or the [Natural Resources Agency's Invasive Species Management Plan](#) dated January 2008, or subsequently adopted guidebooks and management plans (<http://www.dfg.ca.gov/invasives/quaggamussel/>).
- Projects that work in coordination with and consider the benefits of regional-scale dreissenid mussel infestation Prevention Plans.
- How the project demonstrates that the unique economic, ecological, and recreational impacts to rural and urban reservoir from dreissenid mussel infestations is taken into consideration and is incorporated in the Prevention Plan.

Projects may be asked to be adjusted in their Scope of Work or funding request based on funding availability.

SECTION D. GRANT AGREEMENT

Successful grant applicants will work with the DBW Grant Coordinator, Robin Turgeon (Robin.Turgeon@parks.ca.gov) with the development of the grant agreement for their project.

SUPPLEMENT INFORMATION

Letters of support may be submitted, if appropriate. The letter is required to be on letterhead from supporter.

SECTION E. REIMBURSEMENT OF COSTS

Reimbursement for reasonable regulatory costs that:

- Directly with the implementation of a local or regional dreissenid mussel infestation prevention plan that meets the requirements of the [Fish and Game Code, Section 2302](#);
- Directly connected with the investigation and inspection of a conveyance for the presence of dreissenid mussel prior to contact with a reservoir; and are
- Based on the funding availability.

These costs may include engineering design, legal fees, preparation of environmental documentation, pre and post project monitoring, and project implementation.

Costs that are **NOT** reimbursable with the grant funding include, but not limited to:

1. Cost, other than those noted above, incurred outside the terms of the grant agreement with the State;
2. Operation and maintenance costs not related to the project;
3. Purchase of equipment not an integral part of the project;
4. Establishing a reserve fund;
5. Replacement of existing funding source for ongoing programs;
6. Expense incurred in the preparation of the DBW Fee Grant Program; and
7. Payments of principal or interest of existing indebtedness or any interest payment unless the debt is incurred within the term of the grant agreement.

Advance funds will not be provided.

SECTION F. SPECIFIC REQUIREMENTS

Specific Requirements for the grant agreement are located in Appendix 4 on the [2014/15 QZ Mussel Prevention Grant Application Information](#) webpage. This section notifies the applicant of the specific requirements that the grantee will be responsible for to under the grant agreement. The requirements include; Conflict of Interest, Confidentiality, California Environmental Quality Act Compliance, Related Litigation, Data Management, Grant Manager Notification, and Water Conservation and Efficiency.

SECTION G. APPLICATION FOR GRANT FUNDING INSTRUCTIONS

Provide the information as request in each box of the application, except boxes 14 and 15. Instructions for Boxes 14 and 15 are below.

Formatting for Narrative information requested in Box 14 and 15: The formatting requirements are: PDF format, Letter (8.5" x 11") size paper; Single-spaced or wider; is standard font - size 11 or larger; and one inch (1-inch) margins, except for the maps. The maximum map and project design size is legal (8.5" x 14"), and margin may extend beyond the 1" requirement within reason. Maps and facility designs need to be printable. Use page numbers and number all tables, figures, and maps. Label all documents with the project title, and the requested attachment identification label on each page as instructed in Questions 14 and 15.

Proposals and information that will NOT be reviewed are:

Applications that are not submitted before the application deadline and/or are missing information requested in the application will be considered incomplete and will not be accepted.

Box	Information Requested
<u>General Information</u>	
Top Box	Provide the project title.
1	Provide the date the application is submitted. The date should correspond to the date when the application is send electronically to Robin Turgeon (Robin.Turgeon@parks.ca.gov) at the Division of Boating and Waterways.
3	Indicate whether your project is a new or part of an existing project that is ongoing.
4	Check the box which describes the type of project(s) that you are requesting funding.
5	Indicate whether you have a completed Prevention Plan?
6	Provide the amount of funding requested for the project.
<u>Section I. Applicant Information</u>	
7	Provide the complete and legal name of the applicant.
8	Provide the applicant's affiliation.
9	Provide complete mailing address of the applicant.
10	Provide the applicant's contact information
<u>Section II. General Project Information</u>	
11	Provide the location of the project site.
12	Provide the project location and the name of the reservoir.
13	Indicate all components of the project by checking the appropriate box(es).
<u>Section III. Detail Project Information</u>	
14	<p>Provide the following project details in a narrative format using the formatting instruction above (under Section G). Complete and submit the narrative as a separate attachment document. Label "Attachment A –Project Description", and include the project title at the top of each page. Follow the formatting instructions above.</p> <p>A. <u>Reservoir and Project Area Description</u> Provide a description of the project area and the proposed project site. Please include the following:</p> <ol style="list-style-type: none"> 1. Description of the reservoir where the project will be located. 2. Size of the reservoir, water levels, and identify the source water.

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

	<ol style="list-style-type: none"> 3. Description of reservoir, and the history of site improvements. 4. Describe the type of recreational activities i.e., boating, sailing, fishing, skiing, etc. 5. Describe the management of recreational activities that are permitted, 6. Describe any decontamination stations, or information on where to decontaminate a vessel, exit inspections and banding of vessels to trailers. 7. Provide the dates of the boating season. 8. Provide usage information including a breakdown of launches at the site (motorized vs. non-motorized). Provide any outside usage, both public and private (e.g., sheriff, police department, commercial amphibious vehicles/vessels, and concessionaires. Describe the various activities at the site and indicate whether the boaters will be engage in activities at or near the launching facility. 9. Restricted Use – Provide a list of any restrictions that apply to the reservoir, and the season for the restrictions. Example of restrictions may be, but not limited to, size or type of limitations on motors, a fishing only lake, no body contact with water, no personal watercraft allowed, and live bait restrictions. 10. Indicate other boat launching facilities at the reservoir or within 10 miles of reservoir. 11. Project site and location maps, and facility designs, if appropriate. 12. Describe previous DBW funded projects and any upgrades to the facility. Provide dollar amounts, description of the project or upgrades, year of funding, and completion dates of any DBW funding at the site. This could be included in a table format.
	<p>B. <u>Project Description.</u> This information requested will depend upon whether the project will complete components of a Prevention Plan (Planning/Assessment Project) or a project will implement part of the Prevention Plan (Implementation/Construction Project). Choose the description that applies to your project, in some cases your project might include both. If this applies, provide all the appropriate information in the order of the outline below. The information requirements for each type of project are described below.</p> <p><u>Planning/Assessment Project</u> – Provide the following information.</p> <ol style="list-style-type: none"> 1. Describe the project you are proposing and the work to be done including a summary of major tasks, and the goals, objectives and the anticipated outcomes and benefits of the project. 2. Describe how this project fits into other planning efforts in the reservoir. If the proposed project is part of a larger regional-scale Prevention Plan or strategy, identify the benefits of this program in relation to the regional-scale dreissenid mussel infestation Prevention Plan. Submit a copy of the Prevention(s) Plan, if appropriate. 3. Describe how this project will improve existing conditions at the site and the reservoir. 4. Describe how your project will assess the vulnerability for the introduction of non-native dreissenid mussel species including, but not limited to; <ol style="list-style-type: none"> a. Monitoring the number of visitors b. Inquire as to the origin of visitors (relative to dreissenid infested waters) c. Monitor outside equipment that is allowed (rentals) d. Survey the duration of use (day-use, slipped/moored) e. Monitor access (managed or unmanaged) f. Prevention efforts being implemented

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

	<p>g. Education efforts being implemented</p> <p><u>Implementation Projects</u> – Provide the following information</p> <ol style="list-style-type: none"> 1. Describe the project you are proposing and the work to be done including a summary of major tasks goals, objectives and the anticipated outcome and benefit of the project. 2. Describe whether the project is to complete an implementation project, or part of a larger project (include a description of the existing project, dates, and funding amount.) Also, describe how this project fits in with the existing project. If this is part of a multi-phased project, describe the next steps for completing the remaining phases. 3. If this project is part of a Prevention Plan for the reservoir, describe what part of the plan the project addresses. In addition, if the proposed project is part of a larger regional-scale Prevention Plan or strategy, describe the benefits of the project to the reservoir. Submit a copy of the Prevention Plan(s), if appropriate.
	<p>C. <u>Regional Impacts from Dreissenid Mussel Infestation.</u> Indicate whether there are economic, ecological, recreational or any other impacts associate with dreissenid mussel infestation and describe each impact.</p>
	<p>D. <u>Technical and Feasibility Approach.</u> The information requested will depend upon whether it is a project to develop components of a Prevention Plan (Planning/Assessment Project) or a project to implement part of the Prevention Plan (Implementation/Construction Project). Choose the description that applies to your project, in some case your project might include both. If this applies, provide all the appropriate information in the order of the outline below. The information requirements for each type of project are described below.</p> <p><u>Planning Project</u> – Provide the following information</p> <ol style="list-style-type: none"> 1. Describe your technical approach; provide the scientific and/or technical basis for your approach; and if applicable, provide supporting documentation, including relevant literature, citations, studies, and/or weblinks. 2. Describe how your project identifies a clear plan or process for prioritizing site selection, including identifying high priority areas. <p><u>Implementation Project</u> – Provide the following information</p> <ol style="list-style-type: none"> 1. Describe your scientific and/or technical approach and provide the basis for your approach; and if applicable, provide supporting documentation, including relevant literature, citations, studies, and/or weblinks. 2. Describe how your project identifies a clear plan or process for prioritizing site selection, including identifying high priority areas. If sites have already been selected, describe how they were identified as high priority.
	<p>E. <u>Monitoring and Assessment of Project Outcomes.</u> The information requested will depend upon whether it is a project to develop components of a Prevention Plan (Planning Project) or Assessment (vulnerability assessment) or a project to implement part of the prevention plan (Implementation/Construction Project). Choose the description that applies to your project, in some case your project might include both. If this applies, provide all the appropriate information in the order of the outline below. The information requirements for each type of project are described below.</p> <p><u>Planning/Assessment Project</u> – Provide the following information</p> <ol style="list-style-type: none"> 1. Describe how you propose to monitor and track the progress of the project to completion (e.g., identify milestones, decision points, project management,

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

	<p>methods, tools and report etc.).</p> <p>Implementation Project – Provide the following information</p> <ol style="list-style-type: none"> Describe how you propose to monitor and track the progress of the project to completion (e.g, identify milestones, decision points, project management, methods, and tools etc.). Describe how your Project will prevent the introduction of non-native dreissenid mussel species including, but not limited to: <ol style="list-style-type: none"> Public Education; Monitoring for adult and/or larval mussels; and Management of recreational activities (e.g., inspections, decontamination etc.). Summarize how the effectiveness of the Project will be monitored and assessed; include any indicators that will measure the performance of success of the project in achieving its goals. <p>F. Key Officers and Oversight Bodies. Provide the following information.</p> <ol style="list-style-type: none"> Name, title and responsibilities of key officers of the city, county, municipal districts etc. Submit an organizational chart showing the names, titles, and the reporting relationship of all key persons involved in the operation of the reservoir facility or marina. Provide the name of any oversight bodies, including website, members, and contact information. <p>G. Outreach and Education. Provide the following information.</p> <ol style="list-style-type: none"> Discuss the goals and outcome of the education and outreach components. Describe the target audience. Describe how the project promotes increased awareness, training through the use of educational materials, activities, and/or technology transfer to other sites in the reservoir or region. Educational material may consist of, but not limited to, handouts, flyers, signage, postings, and verbal communication and education.
15	<p>Scope of Work and Budget. The Scope of Work and other documents should be prepared as a narrative following the format and guidelines below. Include the project title on each page of the document. Also, include the Line Item and Task Budget as attachments, using the template provide on the 2014/15 QZ Mussel Prevention Grant Application Information webpage.</p> <ul style="list-style-type: none"> Title and submit the scope of work as “Attachment B - Scope of Work”. Title and submit the line item budget table as “Attachment B-1 – Line Item Budget”. Title and submit the task budget table as “Attachment B-2 – Task Budget”. <p>Formatting: The formatting requirement are PDF format, Letter 8.5” x 11) size paper; Single-spaced or wider; Standard font – Size 11 or larger; one inch (1-inch) margins. Use page numbers on the narrative and tables. For the Line Item and Task Budget Tables use the font size and the format setting in the Table Templates. Place the title of the narrative on each page of the document.</p> <p>Organization: The information should be organized in the manner outlined in the instructions below and labeled as “Attachment B”. Use section titles as follows below.</p> <p>H. Scope of Work and Table of Deliverables. Provide a detailed, concise, and specific scope of work, suitable for use in preparing the Grant Agreement:</p> <ol style="list-style-type: none"> Briefly state the purpose for which the funding is being requested. Write the Scope of Work as a series of tasks. Describe the specific purpose of

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

	<p>each task, including details (as sequential steps or subtasks etc.) of how, when, and/or where the task will be accomplished.</p> <ol style="list-style-type: none"> For implementation/construction projects, include all California Environmental Quality Act (CEQA – related task, and identify permits needed. In addition, complete Attachment C - Environmental Clearance Checklist on the 2014/15 QZ Mussel Prevention Grant Application Information webpage. Identify how the progress on each task will be tracked (i.e., documentation of work item milestones - for example, progress and final reports). Include a task for preparing the project's draft and final reports. Provide a table of deliverable with the due dates relative to the start date (e.g., 30 days after start date, etc.). <p>I. Schedule. Provide a table with a schedule for the Project.</p> <ol style="list-style-type: none"> Show in sequence and timing for the implementation of each task in the proposed project. For implementation/construction projects, include CEQA (level of analysis, need, and expected timeline). Identify project start and end dates (e.g., project start date <u>x</u> and project end date <u>y</u>). Start date should be when the grant agreement is approved, but not later than June 1, 2015. The project end date cannot be later than June 30, 2017 for the Projects. <p>J. Budgets. Complete the budget template for both line items and tasks. All cost must be directly related to the project implementation or planning/assessment (i.e., no overhead). If applicable, provide an additional table that includes cost estimated and funding sources for tasks that are not proposed for funding, but are related and important to the success of the Proposed Project (i.e., non-grant funded activities).</p> <p>Note – do not change the format setting and/font in the budget tables.</p> <p>Line Item Budget Table. Provide a reasonable estimate of the cost for all work items (i.e., line item) including planning and design cost, and construction costs. Use the Line Item Budget template available 2014/15 QZ Mussel Prevention Grant Application Information webpage for estimating the project costs. A Line Item Budget Category Explanation is provided on the 2014/15 QZ Mussel Prevention Grant Application Information webpage. The table should be included in a PDF format as Attachment B-1: Line Item Budget Table. Use the font size and the format settings in the table template.</p> <p>Task Budget Table. Include a Task Budget that outlines and identifies the costs for each task consistent with the Scope of Work for the Grant Agreement. In addition, provide the information on which costs will be covered by the DBW Mussel Fee Grant funding and/ other funding or in-kind services. A Task Budget template (in Excel) is provided on the 2014/15 QZ Mussel Prevention Grant Application Information webpage. The table should be included in a PDF format as Attachment B-2 - Line Item Budget Table. Use the font size and the format settings in the table template.</p>
16	<p><u>Provide a list of all permits and approvals required for the project.</u></p> <p>Proposed projects in environmentally sensitive areas usually require the review and approval of regulatory agencies. Obtaining permission to construct projects from these agencies in the form of permits, letters of concurrences, waivers, and certifications normally have costs associates with them in terms of fees or expended staff time.</p>

2014/15 Division for Boating and Waterways QZ Prevention Grant Program

	<p>The most commonly required permits are:</p> <ul style="list-style-type: none"> • U.S. Army Corps of Engineers Section 404 Permits • California Department of Fish and Wildlife 1600 Permits • California Regional Water Quality Control Board Certifications • U.S. Fish and Wildlife Service and National Marine Fisheries Service and/or, • California Coastal Commission or the San Francisco Bay Conservation and Development Commission. <p>Each has a fee associated with it and has a different timeline for obtaining the permit. <u>It is the responsibility of the Funding Applicant to obtain any and all permits.</u> Provide a list of required permits with the application. The application process for any permits maybe started prior to Grant Agreement. Reimbursements of fee for permits will be based on funding availability.</p>
17	Identify the status of the permit using the checklist in the application, if applicable.
18	Provide a copy of all Ordinances that apply to boating activities in the reservoir.
SECTION IV. OTHER INFORMATION	
19	Indicate the response to the questions in the application box provided, and submit copies of related MOUs, Ordinances, lease agreements, contracts etc. regarding the control and operation of the project site.
20	<p>Submit a Resolution/Order from the governing body/executive office or a Letter of Approval, if there is not a governing body authorizing the applicant/designation representative(s) to sign the application, contract, and any claim for payment or reimbursement.</p> <ul style="list-style-type: none"> • The resolution is a formal request for a Grant from the official government body, i.e., City Council, County Board of Supervisors, Harbormaster, Port District, etc. See example Resolution in Appendix 2 of the 2014/15 QZ Mussel Prevention Grant Application Information webpage.
21	Provide the contact information of an outside consultant for the program that has been retained by the applicant/representative(s).

